



State of Utah

SPENCER J. COX  
Governor

DEIDRE M. HENDERSON  
Lieutenant Governor

# State of Utah

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

March 11, 2022

## **Official Public Notice for Acceptance of Applications Type 3 Package Agency Operator in the Panguitch, Utah Region**

The DABC and state of Utah is offering a three year Package Agency contract effective July 1, 2022. That contract will run through June 30, 2025. **The contract opportunity is open to the general public for qualified applicants that meet the statutory requirements and pass the selection process.** The decision to open the recruitment process is driven by the DABC's ongoing efforts to adhere to our statutory charge to use sound management and business practices. The recruitment and vetting process for the Type 3 contract will be an open, transparent, and competitive process that is fair to both current package agents and members of the public who may wish to apply to operate a package agency.

Those interested in applying for Panguitch, Utah Type 3 Package Agency contract must complete an application found on the DABC website here: [https://abc.utah.gov/wp-content/uploads/Compliance/Applications/application\\_package\\_agency.pdf](https://abc.utah.gov/wp-content/uploads/Compliance/Applications/application_package_agency.pdf).

The following items are required to be submitted with the application:

- Detailed business plan
- Copy of lease or letter affirming ownership of the package agency location
- TC-721
- Local consent from the city or county in which the package agency will be located
- Business license from the city or county in which the package agency will be located (required because the contract will be held by a private ownership and not a state-owned facility)
- Ownership entity/organizational documents filed with the Utah Department of Commerce, including:
  - o Articles of Incorporation for Corporations
  - o Articles of Organization for LLCs
  - o Partnership Agreements for partnerships
- Organizational charts defining ownership percentages
- Completed background checks (for requirements please go to the DABC website here: <https://abc.utah.gov/licenses-permits/background-checks/>)
- Current credit report for individuals listed as part of the legal entity that will enter into the package agency contract
- Public liability insurance in the amounts of \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate



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- Penal or cash bond for \$1,000.00 (cash bonds currently on file with the DABC are adequate but must be noted on the application)

The application period is from March 11, 2022, through the end of business (5:00 p.m. MST) on April 11, 2022. All completed applications will be reviewed, and selected applicants will then participate in an interview. Submission of the application will not guarantee an interview or a contract with the DABC or the state of Utah. The ultimate decision to award package agency contracts rests solely with the Alcoholic Beverage Control Commission. We anticipate that the commission will select, approve and designate package agents at the April or May 2022 Commission Meeting. The Commission meetings are open to the public.

If, after reviewing the information provided in this letter and in the provided links, you have additional questions, please contact Package Agency Program Manager Jeff Colvin at (801) 977-6880, (801) 664-0685, or [jcolvin@utah.gov](mailto:jcolvin@utah.gov).

Thank you very much.

Best regards,

Jeff Colvin  
DABC PA Program Manager